

Multistate Tax Commission

Executive Director Position Description

The Multistate Tax Commission is an intergovernmental organization of the states. Twenty-one states are members of the commission through enactment of the Multistate Tax Compact. Twenty-six states participate in the commission as sovereignty members, associate members or project members.

The purpose of the commission is to improve the fairness, efficiency and effectiveness of state tax systems as they apply to interstate and international commerce, and to preserve state tax sovereignty. The headquarters office of the commission is located in Washington, D.C. The commission conducts activities that support state tax compliance efforts through the joint audit program and nexus program, and provides central support for the states on legal issues, technology issues and uniformity issues.

The Executive Director of the Multistate Tax Commission serves under the general direction of the Commission Chair and the Executive Committee, and serves at its pleasure. The Executive Director has primary responsibility for the administrative affairs of the Commission.

Job Duties

State Tax Policy: The Executive Director is responsible for providing leadership in the identification and analysis of significant state tax policy issues and advising the Executive Committee on appropriate responses.

Commission Meetings: The Executive Director serves as Secretary of the Commission and is responsible for developing meeting agendas and notices and is responsible for preparation, distribution and retention of meeting minutes. The Executive Director oversees the preparation and distribution of the Annual Report of the commission to the states.

Commission Policy: The Executive Director is responsible for implementing commission policies and recommending policy change or development to the Executive Committee.

Program Management: The Executive Director is responsible for the conduct of the Commission's programs, including:

- Joint audit program: oversees joint income and sales tax audit program, oversees development and implementation of audit plans, assures coordination of program with other commission programs,

evaluates effectiveness of program, and recommends change to the Executive Committee.

- Nexus program: oversees income and sales tax nexus program, oversees development and implementation of program goals and objectives, assures coordination of program with other commission programs, evaluates effectiveness of program, and recommends change to the Executive Committee.
- Legal services: provides general direction to commission legal staff, assures coordination of legal assistance with other commission programs, and advises the Commission on the filing of amicus briefs.
- Technology: oversees development of information systems to support commission programs and information sharing and collaboration between the states, assures coordination of central information systems with commission programs, evaluates effectiveness of central information systems, and recommends change to the Executive Committee.
- Federal relations: directs efforts to represent Commission policies on federal issues to the Congress and the Executive Branch; manages legislative consultants on contract to the Commission; develops relationships with the Internal Revenue Service and other agencies; and assists the states in articulating the Commission's policies.

Membership Development: The Executive Director is responsible for recruitment and retention of states as members of the commission and participants in commission programs.

External Relations: The Executive Director is responsible for developing and maintaining effective working relationships with stakeholder groups and federal and state government representatives and organizations. The Executive Director directs the activity of consultants to the commission. The Executive Director represents the commission before state legislatures, the Congress, business and professional groups.

Manage Commission Staff: The Executive Director hires, supervises, promotes, discharges and fixes the compensation, benefits, and duties of the commission staff.

Financial Administration: The Executive Director manages all of the fiscal affairs of the commission, including the operating budget, accounting functions, internal controls, contract approval and annual financial reports.